

## **PUBLIC WORKS/PUBLIC PROPERTY PARKS & RECREATION MINUTES**

**January 26, 2021 CTO 4:00pm**

**ROLL CALL:** The following answered to roll call - Chair Bob Anderson and Trustee Patti Coughlin. Trustee Eric Anderson attended via online resources. Also present: Village Administrator Amy K. Huber, Village Clerk Daisha Nolan and Public Works Committee Member Jim Jonasen and back up Plow Operator Pat Coughlin.

**REVIEW OF AGENDA:** No Changes

**MINUTES:** A motion was made by Coughlin to approve the regular session minutes from January 5, 2021 as presented, seconded by E. Anderson. MCU

**PUBLIC INPUT:** None

### **NEW BUSINESS:**

- 1. Operator's Report:** Nick Hofstader presented the Public Works report.
- 2. PW Hiring Update:** There have been 9 applicants thus far, a meeting will be scheduled for next week to review the applications after the job posting has closed.
- 3. Salt Shed:** Pictures were provided to review the condition of the salt shed. Repairs, with the priority lying with the walls, will need to begin in the spring/summer of 2021 when the weather permits.
- 4. Salt Purchasing:** Future salt purchases will need to be accompanied by a ticket detailing what we are receiving for mixtures.
- 5. Mailbox Repairs:** Options for adding the effects of plowing to mailboxes and requirements of mailboxes into the municipal ordinance were discussed. No changes currently made.
- 6. Tool Purchasing:** E. Anderson and Nick will work together to make a list of tools to make a large purchase of what is needed, rather than as needed over time. A purchase order will need to be developed.
- 7. Employee Handbook and Work Hours:** Section 3.02 of the employee handbook was reviewed. Concerns surrounding lunch breaks was discussed and the topic will be forwarded to the Finance committee.
- 8. Snow Hauling:** Quotes will be requested from local businesses to assist with snow hauling, with the ball field being an option to haul to.
- 9. Time Sheets and Weekly Reports:** Regular reports, including daily, with more detail from the current time tracking system (ATTO) were requested.
- 10. Skating Rink:** The upkeep of the skating rink was discussed. It has been flooded by the LNVFD multiple times.
- 11. Plowing and Sanding Review:** There has been an outpour of positive feedback so far this season on the conditions of the roads after snowfalls.

**CORRESPONDENCE:** None

**INFORMATION FROM THE CHAIR:** The next meeting will be February 23, 2021.

**ADJOURNMENT:** The committee adjourned at 5:07pm.

Respectfully Submitted,  
*Daisha Nolan*, Village Clerk